



**ARIZONA CRIMINAL JUSTICE COMMISSION**  
**Quarterly Financial Report**

**Justice Assistance Grant Under 10 K**  
**(JAG)**

GRANT NUMBER: \_\_\_\_\_

REPORT PERIOD COVERING: \_\_\_\_\_ THRU \_\_\_\_\_

NAME OF AGENCY SUBMITTING REPORT: \_\_\_\_\_

Line #	Status of Funds	Current Period
A	Total Outlays (FROM PAGE 2)	\$
B	Total Unpaid Obligations (FROM PAGE 2)	\$
C	Total Outlays and Unpaid Obligations (Line A+B)	\$
D	Total Grant Award Authorized	\$
E	Interest Earned this Period*	\$
F	Unobligated Funds (Line D+E-C)	\$

All interest, if earned, must be reported for all programs receiving federal monies. Interest earned must be expended on this program. The current version of the OJP Financial Guide is available at <http://www.ojp.usdoj.gov/oc> OMB Circulars A-87 and A-102 are available at <http://www.whitehouse.gov/omb/grants/index.html> or by calling the Commission Office. To check if a vendor/contractor have a debarment or suspension as required check the Excluded Parties Listing System web site at <http://epls.arnet.gov> **DO NOT SEND ANY REVERSIONS UNTIL YOU HAVE BEEN REQUESTED TO DO SO.**

CERTIFICATION: I certify that to the best of my knowledge and belief, this report is correct and complete and that all outlays and unpaid obligations are for the purposes set forth in the grant award documents.

Prepared By: \_\_\_\_\_  
Typed Name/Date/Telephone/Fax Number

Approved By: \_\_\_\_\_  
Signature of Authorized Official Date

## REPORT PERIOD FINANCIAL DETAIL

Name of Agency Submitting Report : \_\_\_\_\_

REPORT PERIOD: \_\_\_\_\_ TO: \_\_\_\_\_

Expenditure Category	Type	Dollar Amount	#FTE
Personnel:	Administrative Support Personnel	\$	
	Sworn Officers	\$	
	Technical Experts	\$	
	Other Specify:	\$	
			# Hours
	Overtime	\$	
Traditional Law Enforcement Equipment	Vehicles	\$	
	Weapons/Ammunition	\$	
	Surveillance	\$	
	Communications	\$	
	Individual Protection	\$	
	Other Specify:	\$	
Information Technology:	Software	\$	
	Hardware	\$	
	Systems Development/Improvement	\$	
	Other Specify:	\$	
Supplies:	Advertising/Promotional Materials	\$	
	Office/Clerical Supplies	\$	
	Other Specify:	\$	
Other:	Confidential Funds	\$	
	Other Specify:	\$	
Contractual:	Information Technology	\$	
	Training	\$	
	Renovation	\$	
	Professional Service	\$	
	Audit	\$	
	Program Evaluation	\$	
	Other Specify:	\$	
Travel:	DOJ/OJP/BJA Sponsored Conference	\$	
	Training	\$	
	Other Project Related Specify:	\$	
	TOTAL Enter on Page 1 Line A	\$	
Outstanding Obligations: Additional Report must be Filed showing expended By category.	Specify:	\$	
		\$	
		\$	
	TOTAL Enter on Page 1 Line B	\$	

COMMENTS:

### INSTRUCTIONS

Note: The Grant Agreement budget must be used to determine what categories you have been approved for expenditure of grant funds.

#### Personnel:

Enter the number of full-time equivalency positions (FTEs) in the corresponding field for each type of position listed for which any grant funds have been expended under this project during the grant period. If part time positions have been funded, enter them as a fraction of an FTE (i.e. a half-time position would be entered as .5 FTE. Please include fringe benefits when specifying the dollar amount.

#### Overtime Hours:

Enter the total amount of overtime hours for which grant funds have been expended under this project. If not applicable leave blank.

#### Traditional Law Enforcement Equipment/Information Technology:

Enter the amount of grant funds that have been expended for each category. Check the OJP Financial Guide for more information regarding unallowable costs. Expending funds on Information Technology requires that you notify the Information Technology Point of Contact (IT-POC) which is the Arizona Criminal Justice Commission that you will be developing or implementing an information system. Award recipients are required to show that communication and coordination have taken place with the state point of contact for information technology (IT-POC), via mail, e-mail, or telephone, by copying the grant manager on the written communication, or providing a written statement acknowledging oral communication with the IT-POC.

#### Supplies:

Enter the type(s) of project support supplies for which any LLEBG funds have been expended. If you select Other, enter a key word descriptor. If no funds were expended on project support supplies leave blank.

#### Other:

For each item enter the amount of grant funds expended. If you did not expend funds for any items under this Category please leave blank.

#### Contractual:

The recipient shall follow the same procurement policies and procedures in place for non-Federal funds. The recipient shall ensure that every purchase order or other contract includes any clauses required by Federal statutes and executive orders and their implementing regulations. Check the OJP Financial Guide for information regarding contracting with federal dollars.

#### Travel:

Enter expended grant funds for travel related expenses. If other, enter a key word descriptor in the box provided for this field. If you have not expended funds for travel, leave blank.

#### Outstanding Obligations:

Please specify what obligations have are outstanding. Remember that you must file a final financial report, when the obligation has been liquidated.